

**Minutes of the
City Commission for the City of Traverse City**



Regular Meeting

December 21, 2015

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Carruthers presided at the meeting.

City Manager Marty Colburn indicated that Julie Dalton, Executive Assistant to the City Manager/Purchasing Agent was the recipient of the 2015 Employee of the Year Award.

City Manager Marty Colburn shared that the Department of Public Services was the recipient of the 2015 Department of the Year Award.

There being no objection, Agenda Item 4(c) was removed from the Agenda as requested by the applicant.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(l) was removed from the Consent Calendar for individual consideration by the Commission.

As requested by Commissioner Brian Haas, Agenda Items 2(j) and 2(k) were removed from the Consent Calendar for individual consideration by the Commission.

2. Consent Calendar

Moved by Richardson, seconded by Howe, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. the minutes of the December 7, 2015, Regular Meeting, and the December 14, 2015, Study Session, be approved.
- b. the City Manager be authorized to issue a confirming purchase/service order in the amount of \$11,700.32 to Fick & Sons, Inc. for 9,996 gallons of unleaded gasoline priced at \$1.1705 per gallon with funds available in the Garage Fund.
- c. the City Manager be authorized to execute a Grant Agreement with Rotary Charities of Traverse City to accept a \$5,000 planning grant for community engagement services related to restructuring of the Police Department to reflect the Community Policing Philosophy.
- d. the consultant final report regarding the Traverse City Public Pier Project be received and filed.
- e. the City Commission concurs with the change in scope of the \$5,000 Rotary Charities Grant to shift the scope from the development of a fundraising strategy for the Public Pier Project to public engagement regarding various projects on East Front Street; and that the City Manager be authorized to execute any necessary documents; and finally, that the related City Commission action of June 15, 2015, be superseded.
- f. that a Glock – Model 22, .40 Caliber hand gun be declared surplus so it may be presented to Captain Michael Ayling, as outlined in the December 7, 2015, communication from the Interim Chief of Police.
- g. the Resolution of Support for a Grant Application for Preliminary Feasibility Analysis on Establishing Passenger Rail Between Ann Arbor and Traverse City be adopted, which commits the City to providing a \$5,000 contribution with funds to come from the Professional and Contractual Line Item of the City Commission Budget.
- h. the City Commission approves the purchasing process for fuel through

December 31, 2016, as described in the memo from the Director of Public Services dated December 14, 2015.

- i. the competitive bidding process be waived and the City Manager be authorized to issue a purchase order to MTech Company in the amount of \$25,346.25 for the ESRI/GIS Modules and related hardware and licenses, with \$6,846.25 to be paid for by the Stormwater Asset and Wastewater Grant and the remaining funds available in the Sewer Fund.
- j. Removed from the Consent Calendar.
- k. Removed from the Consent Calendar.
- l. Removed from the Consent Calendar.

Items removed from the Consent Calendar

a.

Consideration of introducing an amendment to the Traverse City Code of Ordinances which would increase the impervious surface limit for schools, as recommended by the City Planning Commission.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Lewis, seconded by Howe, that the amendments to the Traverse City Code of Ordinances, Section 1364.08, Special Land Use Permits Granted by the City Commission, which would increase the impervious surface limits for schools, as recommended by the Planning Commission, be introduced and scheduled for possible enactment on January 4, 2016.

Russell Soyering, City Planning Director

Timothy Lodge, City Engineer

Scott Jozwiak, Jozwiak Consulting, on behalf of applicant

T.J. Andrews, Watershed Center Grand Traverse Bay, 619 Webster Street – made general comments

Benjamin Marentette, City Clerk

CARRIED unanimously.

b.

Consideration of approving a \$1 million inter-fund loan from the Economic Development Fund to the Marina Fund.

The following addressed the Commission:

Marty Colburn, City Manager

William Twietmeyer, City Treasurer/Finance Director

Moved by Howe, seconded by Richardson, that the City Commission authorize the advance of \$1,000,000 from the Economic Development Fund to the Marina Fund; and that this advance of \$1,000,000 shall be paid back over a five-year period at the rate of 1.71%; and that this advance of \$1,000,000 shall be reflected as a Long-Term Advance to Other Funds on the Economic Development Fund balance sheet and reflected as an Advance from Other Funds of \$1,000,000 on the Marina Fund balance sheet.

CARRIED unanimously.

c.

Consideration of approving a deficit elimination plan for the Marina Fund.

Moved by Lewis, seconded by Richardson, that the Deficit Elimination Plan for the Marina Fund be approved.

CARRIED unanimously.

3. Old Business

3(a).

Consideration of authorizing a service order for engineering and site design services for the relocation of the railroad wye on the City-owned parcel at 1383 Cass Road in connection with the West Boardman Lake Trail, to be reimbursed by

the Grand Traverse County Brownfield Redevelopment Authority.

The following addressed the Commission:

Marty Colburn, City Manager

Timothy Lodge, City Engineer

Jean Derenzy, Grand Traverse County Planning and Development Deputy
Director

Moved by Richardson, seconded by Shamroe, that the City Manager be authorized to issue a service order to AECOM in the amount of \$17,500 to prepare preliminary designs for relocating the existing railroad wye, with funds available in the Capital Project Funds and reimbursed by the Grand Traverse County Brownfield Fund.

Mary Erickson, 1010 Cass Street, Old Town Neighborhood Association
President – made general comments

Andrew White, 253 East 10th Street – expressed support

John Bramer, 143 East 13th – made general comments

Roll Call:

Yes - Howe, Lewis, Shamroe, Richardson, Carruthers.

No - Haas, Werner.

CARRIED.

3(b).

Consideration of authorizing a contract for schematic design, public engagement and other services for West Boardman Lake Avenue, with the cost of the contract to be reimbursed by the Grand Traverse County Brownfield Redevelopment Authority; and consideration of concurring with the consultant's scope of services and timeline for design alternatives for the West Boardman Lake Trail.

Moved by Lewis, seconded by Shamroe, that the competitive bidding process be waived for these professional services as it is in the best interests of the

City; and that Mayor and City Clerk execute a contract with LSL Planning in the amount of \$83,664 for professional schematic design services and stakeholder engagement services for the West Boardman Lake Avenue, with funds available in the Capital Projects Fund, with immediate reimbursement by the Grand Traverse County Brownfield Redevelopment Authority, with the contract subject to approval as to its substance by the City Manager and its form by the City Attorney.

The following addressed the Commission:

Marty Colburn, City Manager

Jean Derenzy, Grand Traverse County Planning and Development Deputy Director

Rick Buckhalter, 932 Kelley Street – expressed support

Roll Call:

Yes - Howe, Lewis, Shamroe, Richardson, Carruthers.

No - Haas, Werner.

CARRIED.

4. New Business

4(a).

Consideration of committing \$35,000 in funds to match a \$35,000 grant from MSHDA for a charrette for the Eight Street Corridor between Union Street and Barlow Street.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Shamroe, that the City Commission commits \$35,000 as a match to \$35,000 in Michigan State Housing and Development Agency (MSHDA) funds for the Eighth Street Charrette, with the \$17,500 of the City's match to come from Corridor Project designation in the Capital Projects Fund and the remaining \$17,500 to come from the Economic

Development Fund.

Rick Buckhalter, 932 Kelley Street – made general comments

CARRIED unanimously.

4(b).

Presentation by Interim Chief of Police Jeff O' Brien regarding the Police Department's activities for 2015.

The following addressed the Commission:

Marty Colburn, City Manager
Jeff O' Brien, Interim Chief of Police
Rick Buckhalter, 932 Kelley Street
Benjamin Marentette, City Clerk

No action was taken.

4(c).

Removed from the Agenda.

4(d).

Consideration of adopting a resolution in support of naming the Traverse City Veterans Administration Clinic after Colonel Demas T. Craw.

The following addressed the Commission:

Lt. Colonel Terry Hawn, 6572 Peninsula Drive, Peninsula Township -
expressed support

Moved by Haas, seconded by Richardson, that the Resolution in Support of Naming the Traverse City Veterans Administration Clinic after Colonel Demas T. Craw, be adopted.

Kate Perkins, 2485 Tree Lane (unknown jurisdiction) - made general

comments

CARRIED unanimously.

5. Appointments

5(a).

Consideration of appointment to the Parks and Recreation Commission as recommended by the Ad Hoc Interview Committee.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Shamroe, that the resignation of Commissioner Brian Haas be accepted and that William Dorrier (seat previously held by Brian Haas) be appointed to one unexpired term expiring September 1, 2017, on the Parks and Recreation Commission.

CARRIED unanimously.

5(b).

Consideration of accepting the resignation of Commissioner Howe from the Brown Bridge Advisory Committee and making an appointment to the vacancy; and consideration of two other appointments to the Brown Bridge Advisory Committee, as recommended by the Ad Hoc Interview Committee.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Howe, seconded by Haas, that Commissioner Shamroe be appointed to one unexpired term expiring October 2, 2017 (seat previously held by Commissioner Howe) and that Kathleen Kasdorf and Jamie Kidwell-Brix, each be appointed to one unexpired term expiring October 3, 2016 (seats previously held by Jim Tuller and Larry Gerschbacher) on the Brown Bridge Advisory Committee.

CARRIED unanimously.

5(c).

Consideration of approving the Mayor's appointment to the Planning Commission.

The following addressed the Commission:

Moved by Richardson, seconded by Carruthers, that the Mayor's appointment of Elizabeth Whelan to a three-year term (seat previously held by Jan Warren), expiring November 12, 2018, on the City Planning Commission, be approved.

Roll Call:

Yes - Richardson, Carruthers.

No - Haas, Howe, Lewis, Shamroe, Werner.

FAILED.

6. Reports and Communications

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
 1. Reports from members of the Commission serving on boards.
 2. Minutes of the Planning Commission meeting of November 3, 2015.

3. Minutes of the Human Rights Commission meeting of September 14, 2015.
 4. Minutes of the ACT 345 meeting of September 30, 2015.
 5. Quarterly Financial Report from the City Treasurer/Finance Director for the quarter ending October 31, 2015
- e. Reports and correspondence from non-City officials.
1. Minutes of the Traverse Area District Library Board meeting of October 15, 2015.
 2. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for November 2015.
 3. North Flight Fractile Emergency Response Report for November, 2015.

7. Public Comment

The following addressed the Commission:

1. Reserved.

None

2. General.

Chris Maxbauer, 503 West Eighth Street
Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

8. Adjournment

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 9:41 pm.

Approved: _____,
 (Date) (Initials)

Benjamin Marentette, MMC
City Clerk